

NORTH READING PARKS & RECREATION DEPARTMENT

235 North Street, North Reading, MA 01864

(978) 664-6016, FAX: (978) 664-8061

www.northreadingma.gov/recreation

SUMMERSCAPE PROGRAM

Welcome to the North Reading Parks & Recreation SummerScape program. The staff has planned a fun-filled exciting summer for your child. We have prepared this outline for your information and hope it will help you prepare your child for the time they will spend with us.

DROP OFF & PICK UP

- All children should be dropped off by their parent or guardian at 9:00AM. No sign in required.
- Pick up time is 3PM for SummerScape; 5:30PM for After-Care. Signature is required at pick up.
- Drop off location is North Reading L.D. Batchelder School, 175 Park St, North Reading at the front entrance by the gymnasium. Please park along baseball field (left side of driveway) or parking lot in front. (Look for our sign-in table - poor weather sign in/out in gymnasium)
 - Drop off can be done by pulling around the loop in front of the Batchelder school and dropping off at gym door.
- Any child NOT picked up by 3PM will be sent to SummerScape After-Care in the Gymnasium and a parent will be called. If a parent is more than 15 minutes late for pick-up at the end of SummerScape or at the end of SummerScape After-Care, the parents will be called and they will be requested to pay a \$10 fee for that day. If they are more than 1/2 hour late for pick-up from SummerScape After-Care at 5:30, your child will be made to wait outside with a staff member until pick-up is made. A total charge of \$20 will be charged to cover the cost of the two employees that are required to stay after hours. You will also receive a written notice. If you receive two notices, you will be asked to meet with the Recreation Director. Please respect the pick-up times. Many of our staff members have other commitments in the evening.
- Children **MUST** have a written note to be picked up by someone other than the parent or legal guardian. The note **MUST** be submitted the morning of the change. **NO EXCEPTIONS.** Please understand this is for your child's safety. Person picking up should expect to be asked for Identification if unknown to staff.

WHAT TO BRING

- **A refillable water bottle labeled with child's name.**
- One healthy snack.
- One bagged lunch and drink (unless otherwise stated for field trips or special event days).
- **NO GLASS CONTAINERS.**
- Appropriate footwear (sneakers) for running and playing sports.
- Bathing suits and sandals on water day only.
- An extra change of clothes, towel and hat.
- Bottle of sunscreen labeled with child's name. prefer spray or stick. Please apply BEFORE child arrives for the day. They will re-apply at lunchtime.

PLEASE MARK EVERY ITEM WITH CHILD'S FULL NAME IN PERMANENT INK.

LOST & FOUND ITEMS WILL BE KEPT UNTIL ONE WEEK AFTER COMPLETION OF THE PROGRAM.

MEDICATION POLICY Only medications of an emergency nature will be dispensed; i.e. epi-pens, inhalers. The Parent/Guardian Authorization for the Dispensing of Inhaler or Epi-Pen Form must be completed and returned to the program before any medication can be brought to the program. This form is available at the Parks & Recreation office or our website. Please contact us with any questions.

FIELD TRIPS Field trips are held every Wednesday for SummerScape registrants. If you choose not to attend the field trip, there is **NO** program at the E. Ethel Little School that day as we travel to our field trip. The field trips are at an additional cost and each one will require a permission slip and payment the Monday prior to the trip (unless otherwise stated). Children **must** wear their Parks & Recreation t-shirts on the day of the trip. Field trip permission slips will be available at the sign-in table and on our website. Fees must be paid with the field trip slip. **If a child forgets their t shirt they will be charged \$5.00 for a replacement.**